

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Employee Conduct	
Policy Number: PRP 02	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 3

PURPOSE: To establish guidelines of employee conduct, both on and off the job, which are reflective of the ethical and behavioral standards expected of public employees and require the adherence to integrity, responsibility and public trust.

POLICY: All employees of this facility are public employees and as such are expected to exhibit conduct, both on and off the job, which is consistent with this policy, DPHHS Human Resource Policy, state statute governing ethical and conduct expectations (MCA 2-2-101 through 2-2-144). Failure to comply with this policy shall be subject to disciplinary action up to and including termination of employment.

PROCEDURE:

- I. On the job conduct is defined as that conduct by an employee, which is associated with any assigned duty, responsibility, expectation, obligation, or behavior that is required by the employer or the position held by the employee.
- II. Off the job conduct is defined as that time not covered by scheduled work activity, however, that conduct must be consistent with the ethical and behavioral standards that do not discredit or adversely impact the employers mission or public trust.
- III. Public trust is created by the confidence that the citizens have in public employees. All public employees are vested in this trust by their performance of their job responsibilities, which requires adherence to integrity, responsible performance, and correctness of conduct both on and off the job.
- IV. The following list constitutes examples of unacceptable conduct but is not intended to be all inclusive of all possible unacceptable behavior or conduct:
 - A. Neglect or failure to properly carry out duties and responsibilities as assigned.

- B. Abuse, mistreatment or neglect of any patient of the facility.
 - C. Any form of sexual contact or sexually implied behavior with patients, including but not limited to: kissing, touching inappropriately, harassment, or manipulation.
 - D. Relationships with current or former patients that exceed professional boundaries.
 - E. Theft, willful damage, misappropriation or neglect of facility property.
 - F. Insubordination or refusal to follow verbal or written instructions of a supervisor.
 - G. Any use, sale or distribution of controlled substances or inappropriate use of alcohol, either on or off the job, which adversely impacts the operation of the facility, brings discredit upon the employers mission or violates public trust.
 - H. Any willful, intentional or threatening injury to another person.
 - I. Falsification or misrepresentation of professional credentials or educational achievements.
 - J. Falsification of employer records, i.e. time sheets, patient records, travel expenses, omitting pertinent data, giving false testimony, etc.
- V. Breach of confidentiality.
 - VI. Willful violation of law, contract, policy, directives or other employer regulations.
 - VII. Excessive absenteeism, tardiness or abuse of leave time.
 - VIII. Excessive, illegal, or unauthorized use of the facility telephone system, computer system, or other equipment.
 - IX. Sleeping on the job,
 - X. Failure to follow the required dress code.
 - XI. Failure to respond as quickly as possible to an emergency situation.
 - XII. Loaning, unauthorized duplication or other inappropriate uses of facility keys.
 - XIII. Smoking in other than designated areas.
 - XIV. Failure to maintain a courteous, productive, respectful and otherwise acceptable working relationship with fellow workers, patients, other professionals and the general public.

XV. Failure to follow safe work procedures.

XVI. Failure to perform essential job functions

XVII. Statutory Obligations

A. Certain ethical and conduct expectations are described in law, specifically, MCA 2-2-101 through 2-2-144 for public employees. Familiarity with all applicable statutory obligations related to public employment is advised.

B. Conflicts

XVIII. This policy shall be followed unless it specifically conflicts with negotiated labor contracts, which will have precedence over the policy for any specific contractually itemized element of the policy that was negotiated out of policy.

Revisions:

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	Name	Title	Date

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	Name	Date